## INDEX – RULES AND ADMINISTRATIVE PROCEDURES

(As of February, 2002)

## -A-

Absence	without approved leave	R-7-7
Adminis	trative Leave Course work directly related to work During period of Investigation General election	P-5-21 P-5- 21 P-5-22 (C)
	Hearings and testifying	P-5-22 (B)
	Local and national emergencies	P-5-21
	Organ donations	P-5-22 (D)
	School and community volunteer activities Tests and interviews	P-5-21 P-5-21
	Reporting Reporting	P-5-21 (A)
Advisor		
	Definition	P-12-1
	In performance pay system dispute resolution	P-8-13
Agency	Definition	R-12-1
	Definition	K-12-1
Allocatio		D 10.0
	Definition Administration of decision	P-12-2 P-2-9
	Appeals	P-8-1
Annivers	eary Dates	P-3-16
Annivers	ary Increases	P-3-17 (A)
Announcements		P-4-1
	Definition	P-12-3
Annual L	Leave	P-5-4, P-5-11
Appeals		D 4 10
	Conduct and content of an examination Content of an appeal	P-4-12 R-8-41
	Deadlines	R-8-39
	Director Appeals	P-8-1
	Dismissal of	R-8-2
Applican	t	P-12-4
Applican	t Pool	
	Definition	P-12-5
Appointr		
	Types	R-4-5, P-4-3 – P-4-9

Applications	P-4-2
Appointing Authority Definition Delegation Powers, duties, responsibilities	R-1-5 R-1-5 R-1-6, R-1-7, R-1-8
Arbitration	R-8-19
Assignment of Duties of Appointing Authority	R-1-6
Attorney Fees	R-8-38
-В-	
Base Pay Definition Appeals of actions adversely affecting	P-12-6 R-8-52
COBRA Complaint and appeal procedures Conversion to non-group coverage Effective date of coverage Eligibility Employee's premiums and state contributions Employee responsibilities Employer responsibilities Emrollment Flexible spending accounts General principles Leaves Medicare Payback requirements Termination of coverage	Chapter 11 P-11-26 P-11-29, P-11-30 P-11-28 P-11-14 P-11-6 P-11-16 - P-11-19 P-11-9 - P-11-13 P-11-3 - P-11-5 P-11-7 - P-11-8 P-11-21 P-11-1, P-11-2 P-11-27 P-11-27 P-11-20 P-11-15
Board, State Personnel Definition Elections Service, receipt of materials	R-12-2 R-1-2 R-1-3, R-1-4
Bumping Rights	See Layoff
-C-	
Call Back Pay	P-3-44
Certified Allocation rights Appeal rights – Adverse actions	R-4-12 P-2-9 R-8-52

Layoff rights	Chapter 7
Class Definition	P-12-7
Class Conversion Definition	P-12-8
Class Description Definition	R-12-9
Class Placement Definition	R-12-10
Class Series Definition	P-12-11
Competencies Definition	P-12-12
Commission Award	P-3-47
Compensation Anniversary dates Call back pay Commission award Compensation plan Discretionary pay differentials Downward adjustments – other Downward adjustments, job evaluation actions Dual employment Establishment of compensation Equitable and fair treatment Exempt Hazardous duty Housing premium pay Incentive rewards Lateral adjustments Medical plan Minimum Multiple actions New hires On call pay Overtime Performance awards Positions brought into personnel system Prevailing concept Reemployment Saved pay Second domicile pay Senior executive service Service dates Shift differential pay Survey	Chapter 3 P-3-16 P-3-44 P-3-47 P-3-5 P-3-49 P-3-12 P-3-11 P-3-33 R-3-1 P-3-1 P-3-30, P-3-31 P-3-50 P-3-48 P-3-20, P-3-21 P-3-15 P-3-24, P-3-25 P-3-8 P-3-7 P-3-8 P-3-7 P-3-8 P-3-45 P-3-26 - P-3-42 P-3-17 - P-3-19 P-3-10 R-3-2 P-3-8 P-3-6 P-3-46 P-3-24, P-3-25 P-3-16 P-3-43 P-3-2, P-3-3, P-3-4

Teacher pay plan Upward adjustments Voluntary base pay reduction	P-3-22, P-3-23 P-3-13, P-3-14 P-3-9
Conditional Appointment Status	P-4-9 P-4-21
Conflict of Interest	R-1-10
Corrective Actions Definition Dispute resolution General provisions Removal	R-6-8 R-6-7 R-6-5, R-6-6 R-6-8
-D-	
Day Definition	R-12-3
Declaratory Orders	R-8-20
Delegation Appointing authority Personnel director's authorities	R-1-5 P-1-1, P-1-2
Demotion Non-disciplinary Salary on	P-4-6 P-3-11, P-3-12
Definitions in General	Chapter 12
Department Definition Department's performance pay program	R-12-4 R-12-4.1
Director, State Personnel Definition Delegation of authorities	R-12-5 P-1-1, P-1-2
Disciplinary Actions Definition Disciplinary action Exchange of information – R-6-10 Meeting General principles Notice Penalties Pre-disciplinary meeting Reasons	R-6-9 R-6-9 R-6-10 R-6-5, R-6-6, R-6-7 R-6-12 R-6-9 R-6-10, R-6-11 R-6-9
Disciplinary Suspension Definition Use	R-12-6 R-6-9

Discretionary Hearings	R-8-45-R-8-51
Discretionary Pay Differentials Matching, Signing, Referral, Temporary Pay	P-3-49
Discrimination Allegations of	R-9-3 R-8-29 – R-8-37
Dismissal	
Definition	R-12-7
Use	R-6-9
Dispute Resolution	Chapter 8
Address for submission of appeals	R-8-40
Alternative dispute resolution	
Arbitration	R-8-19
Mediation	R-8-9 - R-8-11
Settlement	R-8-12 - R-8-18
Attorney fees	R-8-38
Board appeals	R-8-52
Board hearings	R-8-56
Board review of initial determination	R-8-58 - R-8-66
Dispute resolution process	P-8-13 – P-8-19
Complaints about state employees	R-8-3
Content or conduct of examination	P-4-12
Contents	R-8-41
Declaratory orders	R-8-20
Director appeals	P-8-1-P-8-12
Director's review process	P-8-20 - P-8-23
Discovery	R-8-53
Discretionary hearings	R-8-45
Discrimination	R-8-29 - R-8-37
Filing deadlines	R-8-39
General principles	R-8-1, R-8-2
Motions	R-8-42
Notice of rights	R-8-4
Preparation for board hearings	R-8-53 - R-8-55
Removal from employment list	P-4-16
Retaliation for disclosure of information	R-8-21 - R-8-28
Tape recordings	R-8-57
Violation of fair employment practices	R-9-9
Diversity Plan	R-9-7, R-9-8, P-9-3
Disputes	R-9-9
•	
Downward Movement	D 40 0
Definition	R-12-8
Use	P-3-11

-E-

Eligible List R-12-9

Definition R-4-6, R-4-7, R-4-8, P-4-Use P-4-14, P-4-15, P-4-16 R-1-10, R-1-11 **Employee Organizations** Membership R-1-14 **Employees** Definition R-12-10 Incompatible activities R-1-10 Performance R-6-1 Responsibilities R-1-9, R-1-12 **Employment** Outside R-1-10, R-1-11 **Employment List** Definition R-12-11 Cancellation P-4-13 Departmental reemployment lists R-4-7 Order of use R-4-6 Promotional lists R-4-8 P-4-15, P-4-16 Removal **Employment Status** Chapter 4 Examinations P-4-10, P-4-11 Appeal to Director P-4-12 **Definitions** P-12-12 Records P-1-7 Exempt Employee Definition R-12-13 -F-Fair Employment Practice Chapter 9 Discrimination R-9-3 - P-9-2R-9-1 - R-9-2General principles Disputes R-9-9 R-9-7 - P-9-3Diversity Plan Family/Medical Leave P-5-24 - P-5-38Fitness to Return Certification P-5-9

Definition P-12-13 Use Chapter 3

Five Year Rate

FLSA	P-3-41
Funeral Leave	P-5-17
-G-	
General Principles of Organizations, Responsibilities and Ethics	R-1-1
Good Cause Definition	R-12-14
Grievances	R-8-5 – R-8-8
-Н-	
Hazardous Duty	P-3-50
Health Care Provider Definition	P-12-14
Hearings	Chapter 8
Holiday Leave	P-5-14, P-5-15
Housing Premium Pay	P-3-48
Human Resource Innovation Programs	R-1-17
-I-	
Incentive Rewards	P-3-20, P-3-21
-J-	
Jobs	Chapter 2
Job Description Definition	P-12-15
Job Evaluation Incumbents in allocated positions Individual position review	P-2-8, P-2-9, P-2-10 P-2-4 – P-2-7
Job Evaluation System Definition	P-2-1 - P-2-3, R-2-1 P-12-16
Job Profile Definition	P-12-17
Jury Leave	P-5-20

Laid Off	
Definition	R-12-15
Lateral Movement	
Definition	R-12-16
Use	P-3-15
Layoff	
Definition	R-12-17
Absence of rating	R-7-17
Alternatives	R-7-2
Business plan	R-7-7
50-mile Radius	R-7-19
Full-time/part-time employees	R-7-11
General principles	R-7-3, R-7-4
Job evaluation action	R-7-9
Matrix	R-7-16, R-7-17
Minimum/special qualifications	R-7-18
Notice	R-7-12
Order of retention opportunity	R-7-18
Performance	R-7-17
Reasons	R-7-7
Record keeping	R-7-25
Reemployment list	R-7-20
Retention rights	R-7-18
Retention area	R-7-13
Seniority	R-7-15
Separation incentives	R-7-21 - R-7-24
Time bands	R-7-14
Trial service/conditional	R-7-10
Lateral Movement	
Definition	R-12-16
Use	P-3-5
Leave	
Administrative leave	P-5-21, P-5-22
Annual	P-5-4, P-5-11
Family/medical leave	P-5-24 - P-5-38
Funeral leave	P-5-17
General principles	P-5-1, P-5-3
Holiday leave	P-5-14, P-5-15
Jury Leave	P-5-20
Leave sharing	P-5-12, P-5-13
Leave without pay	P-5-23
Military leave	P-5-19
Military training leave	P-5-18
Reporting	P-5-3
Short-term disability leave	P-5-23 (A)
Sick	P-5-5, P5-11
Termination based on exhaustion of leave	P-5-10
Voluntary furlough leave	P-5-23 (B)
	D 5 12 D 5 12
Leave Sharing	P-5-12, P-5-13

Leave Without Pay		P-5-23
	-M-	
Mediation		R-8-9 – R-8-11
Medical Certification Form  No direct contact  Second and third opinions		P-5-6 P-5-7 P-5-8
Medical Plan		P-3-24, P-3-25
Military Leave		P-5-19
Military Training Leave		P-5-18
	-N-	
Non-Permanent Position Definition		R-12-18
Non-Exempt	-O-	
On-Call Pay		R-3-45
Organization, Responsibilities, and Ethics		Chapter 1
Orientation		R-1-7
Outside Employment		R-1-10 – R-1-11
Overtime Breaks Compensatory Time Deductions Dual Employment Eligibility Meal periods Payment for Record keeping Training Travel Work hours		P-3-38 P-3-28 (A) P-3-30 P-3-33 P-3-29 – P-3-32 P-3-37 P-3-28 P-3-42 P-3-39 P-3-40 P-3-34 – P-3-40
	-P-	

Pay Grade	
Definition	P-12-20
Pay Plans	D 40 04
Definition	P-12-21
Day Data	
Pay Rate Definition	P-12-22
Definition	P-12-22
Performance	Chapter 6
Failure to plan or rate	P-6-2
Performance management	R-6-3, P-6-1
Performance pay dispute resolution process	P-8-13 – P-8-19
Performance pay awards	P-3-17, P-3-18, P-3-19
Reporting Reporting	P-6-3
Unsatisfactory rating	R-6-4
Chisatisfactory rating	K-0-4
Performance Awards	P-3-17 – P-3-19
Permanent Position	
Definition	R-12-19
Persons With Disabilities	R-9-3 – R-9-5
Personal Services Contracts	Chapter 10
Definitions	P-10-1
Annual reporting	P-10-9
Applicability	P-10-2
Approval implicating the personnel system	P-10-3
Approval not implicating the personnel system	P-10-4
Approval process due to procurement	P-10-7
Forms required	P-10-12
Mandatory clause	P-10-11
Procurement through price agreements	P-10-8
Purchasing services	P-10-5
Six-month limitation	P-10-13
Suspension of successive approval	P-10-6
Veterans preference	P-10-10
Political Activities	R-1-13
Position	
Allocation of a new position	P-2-4
Definition	R-12-20
Review	P-2-5
Premium Pay	P-3-43 – P-3-49
Probation	R-4-9, R-4-10
Promotion	
Salary on	P-3-14

Reappointment	P-4-7
Records	R-1-16
Examinations	P-1-7
Family/medical leave	P-5-38
FLSA	P-3-41
Layoff	R-7-24
Maintenance and access	P-1-3
Medical	P-1-6 P-1-5
Office personnel file Overtime	P-1-3 P-3-41, P-3-42, P-1-4
Transfer of	P-1-4
Recruitment	R-4-3
Reemployment	
Definition	R-12-21
Appointment	P-4-4
Lists	R-4-7, R-7-19
Salary on	P-3-8
Reemployment List	
Definition	P-12-24
Referrals	P-4-17, P-4-18
Reinstatement	
Method of filling a vacancy	P-4-8
Salary on	P-3-8
Residency Waivers	R-4-4
Paris and in a	
Resignation Definition	R-12-22
Absence without approved leave	R-12-22 R-7-7
Withdrawal	R-7-6
Written Notice	R-7-5
	D 0 21 D 0 20
Retaliation for Disclosure of Information	R-8-21 – R-8-28
Retention Credit	
Definition	R-12-23
Retirement	
Definition	R-12-24
-S-	
Saved Pay	
Definition	P-12-25
Use	P-3-6
Second Domicile Pay	P-3-46
Secondary Employment	See Outside Employment

Selection	
General principles	R-4-1, R-4-2, P-4-11
Methods of filling a vacancy	R-4-5, P-4-3, P-4-4
Senior Executive Service	P-2-10, P-2-11
Compensation	P-3-24, P-3-25
Commention	Clarata a 7
Separation Information exchange	Chapter 7 R-7-1
information exchange	K-/-1
Separation Incentives	R-7-20 – R-7-23
September 1995	11 / 20 11 / 20
Serious Health Condition	
Definition	P-12-26
Service Dates	
Definition	R-12-25
Use	P-3-16
0.41	D 0 10 D 0 10
Settlement	R-8-12 - R-8-18
Sexual Harassment	R-9-3
Definition	R-12-26
Definition	K-12-20
Shift Differential Pay	P-3-43
Short –Term Disability Leave	P-5-23
Sick Leave	P-5-5, P-5-11
Fitness to return	P-5-9
Medical certification	P-5-6
Second and third opinions	P-5-8
Termination	P-5-10
Special Qualifications	
Definition	P-12-27
C. D. C. N	C1 11
State Benefit Plans	Chapter 11
State Personnel Board	See Board
State Personner Board	See Board
State Personnel Director	See Director
State Telepointer Director	See Birector
Status	
Definition	R-12-27
Acceptance of non-classified position	R-4-12
Certified	R-4-12
Conditional	P-4-21
Probationary	R-4-9, R-4-10
Provisional	P-4-22
	P-4-19, P-4-20
Temporary Trial Service	-
That Service	R-4-11

Substitute Appointment	P-4-23
Survey Class Definition	P-12-28
Suspensions	R-6-9
System Maintenance Studies Definition Class Placement Publication	P-2-2 P-12-29 P-2-4 P-2-3
-T-	
Teacher Pay Plan	P-3-22, P-3-23
Temporary Conditional or Provisional	P-4-19, P-4-20 P-4-9
Tenure	D 10 00
Definition	R-12-28
Termination Definition	R-12-29
Testing	See Examinations
Time Off General Principles	Chapter 5 P-5-1 – P-5-3
Total Compensation Survey Downward Upward	P-3-2 P-3-3 P-3-4
Transfer Method of filling Salary on	P-4-5 P-3-15
Treatment Definition	P-12-31
Trial Service Layoff	R-4-11 R-7-10
-U-	
Unclassified Position Definition Moving into personnel system	R-12-30 R-4-13
Upward Movement	

Vacancy announcement		P-4-1
Voluntary Base Pay Reduction		P-3-9
Voluntary Furlough Leave		P-5-23
	-W-	
Waiver of Rights		R-1-15
Whistleblower		R-8-21 – R-8-28